

SECRET

DPD-7861-59

17 November 1959

Dear Herb:

Our letter dated 23 April 1959 (DPD-2659-59) requested that you furnish written data on the first of every second month beginning with 1 June 1959, indicating the dollars incurred to date and estimated expenditures to completion of the period or the work involved.

It is requested that you initiate whatever action is necessary in order for your Company to comply with this requirement. If possible, we prefer that this information be submitted on a monthly basis. If reporting monthly is not feasible then every other month will be acceptable.

A suggestion for the format of the report is that the headings be similar to the following:

1. Contract No.
2. Your Project No.
3. Funds allocated for each Project No., indicating Government's fiscal year if involved.
4. Funds committed or expended to date.
5. Estimate to complete the Project No. or to the end of the fiscal year.
6. Estimated overrun or underrun.
7. Explanation or remarks.

If there are any questions regarding this requirement, please contact us.

Very truly yours,

Dan

Copy to:

[Redacted]

25 YEAR RE-REVIEW

DPD-DD/P: [Redacted] :pf

Distribution:

- 1 - [Redacted]
- 1 - [Redacted]
- 1 - TE-2191 (AM)
- ✓ 1 - Chrono, DPD